

Miscellaneous Actions for Expense Reimbursements

Accounting Office

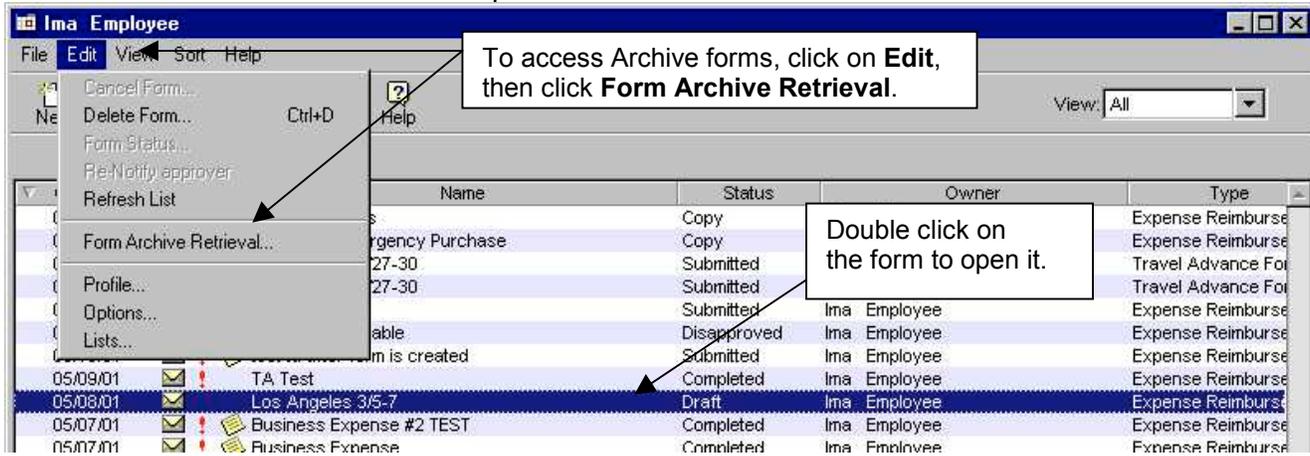
Within these instructions you will find information/procedures for working with Expense Reimbursement forms after they are created. Listed below are the instructions for the following actions:

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I. Accessing the Expense Reimbursement

Accessing an existing Expense Reimbursement begins at the **Work Queue**. For more information regarding the Work Queue refer to Work Queue instructions located on the CalATERS web site.

Double click on the desired Expense Reimbursement.



Archived Forms

Paid or disapproved forms will be taken off the **Work Queue** after 60 days and placed in Archive. To access forms that are placed in Archive:

- 1) From the **Menu Bar** at the top of the screen, click on **Edit**.
- 2) From **Edit** click on **Form Archive Retrieval**. The following screen will appear.



- 2) Key a **From** and **To** date range.
- 3) In the **Retrieve** field, use the down arrow  to select one of the following options:
 - My own forms** (displays archived forms that you created).
 - Forms I have Approved/Disapproved** (displays other employee's forms that you had previously approved or disapproved).
 - Forms that have been prepared/submitted for me** (displays forms that were submitted for you by a submitter.)
 - Forms my group id has approved/disapproved** (displays all forms approved or disapproved by the Accounting Office Work Pool).

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I. Accessing the Expense Reimbursement (continued)

Archived Forms (continued)

Click on the  button.

Note: Retrieved archive forms cannot be updated and are removed from the Work Queue when you exit CalATERS.

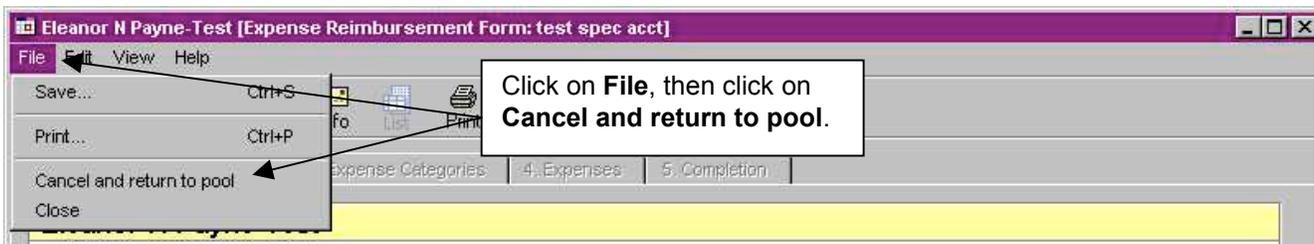
II. Exit the Expense Reimbursement

For Accounting Office staff there are various methods for exiting a form:

Exit and Return the Form to the Work Pool

At any point during the review of an Expense Reimbursement you may exit the form. To exit the form and place it back into the work pool, click on **File** from the **Menu Bar**, then click on **Cancel and Return to pool**

IMPORTANT: If the form is not exited via the **Cancel and Return to pool** method, the form will not be available for review by other accounting staff.

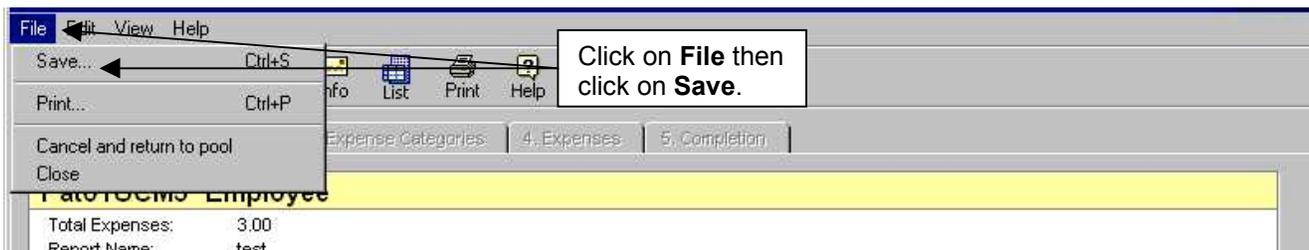


NOTE: Changes made to the Expense Reimbursement will not be saved. To save changes/information added to the form, follow the steps in the next section titled **Save Changes and Return the Form to the Work Pool**.

Save Changes and Return Form to Work Pool

If you must exit an Expense Reimbursement and would like to save the information you have added to the form, follow the steps below:

- 1) Click on **File** from the **Menu Bar**, then click on **Save**.



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II. Exit the Expense Reimbursement (continued)

Save Changes and Return Form to Work Pool (continued)

2) A Save Confirmation box will appear:



Click **Yes** to save changes.

3) Click on **File** from the **Menu Bar**, then click on **Cancel and Return to pool**.



Information you have keyed in the Expense Reimbursement has been saved and the form is accessible to other accounting staff for completion.

Save or Not Save and Return to Work Queue

Once you are in the Expense Reimbursement form, at any point, you may exit and save the information. Use the instruction below only for forms that are created by you. Forms submitted for Accounting Office review use instructions for returning the form to the Work Pool as previously provided.

To exit, from the Menu Bar, click **FILE** then click **Close** or from the top right hand corner, click on the box with the X . A Save Confirmation box will appear:

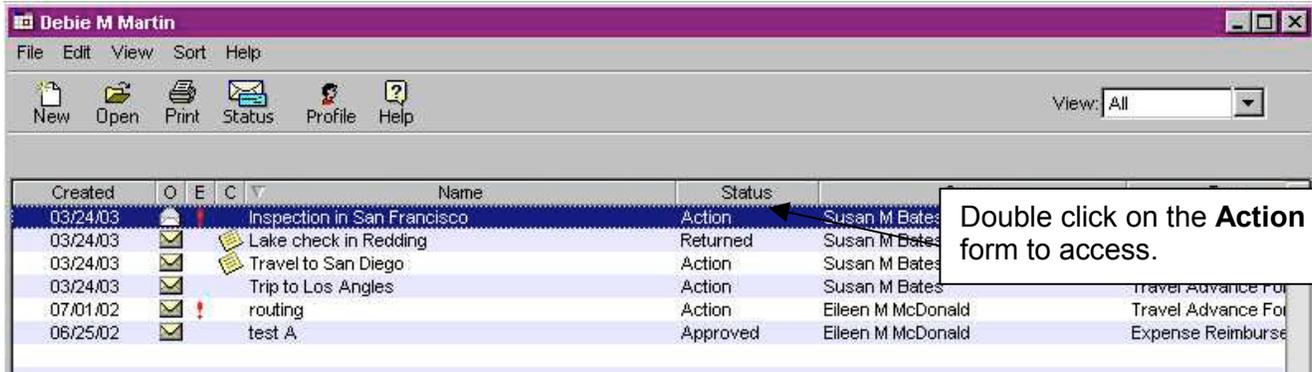


Click on **Yes** to save or **No** to not save changes. This action will take you back to the **Work Queue**.

III. Working with a Returned Expense Reimbursement

When an Expense Reimbursement is returned to you, an e-mail will be sent by the CalATERS to notify you of the returned form.

The form will display in your Work Queue with the **Status** of **Action**. Forms that are returned can be updated and approved or returned to an approver or the employee/ submitter.



Please read the following information regarding updating the Expense Reimbursement:

- 1) Double click on the **Action** form.
- 2) Once the form has been opened, verify the **Notes Log** function to determine the reason the form was returned. To access the information click on the  icon located at the top of the screen. Check the **Notes Log** for information that may have been provided by an employee, Approver, Accounting Office or State Controller's Office Pre-Auditor. You may also use this feature to add a note to the **Notes Log** regarding the actions you have taken. Notes can be added from any screen within the Expense Reimbursement. For information regarding this feature, refer to [Approve Expense Reimbursement](#) located on the CalATERS web site.
- 3) When making changes or adding information, always click on one of the update buttons (i.e., Add/Update/Enter/or Delete) to insure that the change has been updated. For information regarding entering data on the Expense Reimbursement, refer to [Approve Expense Reimbursement](#) located on the CalATERS web site.

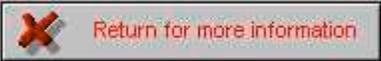
Once all changes have been made, proceed to tab **5. Completion**. Review the items on the various tabs. Add an approver if needed. For Information regarding adding an approver refer to [Approve Expense Reimbursement](#) instructions located on the CalATERS web site.

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III. Working with a Returned Expense Reimbursement (continued)

Once approvers are established, read the Certification Statement.

To approve/return/disapprove the Expense Reimbursement, key your CalATERS sign in password in the **Password** field, then click on one of the following buttons:

- 1)  The approve button will approve the form and move the form to a designated approver or if no other approvers are required, the form will be scheduled for payment or, when applicable before payment is issued, the form will be forwarded to a State Controller's Office Pre-Payment Auditor. If the form is sent to another approver, CalATERS will generate an e-mail notifying the approver that a form has been placed in their Work Queue and requires action. Forms submitted to a State Controller's Office Pre-Payment Auditor will not generate an e-mail notification.
- 2)  This button will return the form to a previous approver or to the employee/submitter. CalATERS will generate an e-mail notifying the person that a form has been returned to their Work Queue and requires action. For information regarding returning the form, refer to instructions [Approve Expense Reimbursement](#) located on the CalATERS web site.
- 3)  Will disapprove the form and return it to the Work Queue of the employee/submitter. CalATERS will generate an e-mail notifying the employee/submitter of the disapproved form. Information on a disapproved Expense Reimbursement cannot be modified/corrected for resubmission. For information regarding disapproving the form, refer to instructions [Approve Expense Reimbursement](#) located on the CalATERS web site.

Note: The progress of the form can be monitored using the **Form Status**  button available on your Work Queue. For more information on Form Status refer to [Work Queue](#) instructions located on the CalATERS web site